



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5100

IN REPLY REFER TO

5000.2
Ser 92TMX5/0060
24 Mar 97

SEA 92T STANDARD OPERATING PROCEDURES ^{No. 3} ~~5000.2~~

From: Director, Submarine Hull, Mechanical and Electrical
Engineering Management Division (SEA 92T)

Subj: SUBMARINE HULL, MECHANICAL AND ELECTRICAL ENGINEERING
MANAGEMENT DIVISION (SEA 92T) ADMINISTRATIVE POLICY AND
PROCEDURES MANUAL

Encl: (1) Subject Contents for SEA 92T Administrative Policy and
Procedures Manual of enclosures.

1. Purpose. To issue SEA 92T administrative procedures and
policy.

2. Policy

a. The subject manual provides guidance to SEA 92T
Administrative Policy and Procedures. Updates and additions will
be provided and inserted into a 3-ring binder. The manual
contains information necessary to comply with NAVSEA and SEA 92T
missions.

b. Additional items and updates will be accompanied by a new
index.

c. Enclosure (1) Subject Content for SEA 92T Administrative
Policy and Procedures Manual is provided as a guide to SEA 92T
policy and procedures.

3. Action

a. The SEA 92TMX Technical Data and Administrative Policy
Section shall develop administrative policies and procedures in
the proper format and prepare them as SEA 92T Administrative
Policy and Procedures.

b. The Technical Director of SEA 92T shall approve and
promulgate changes and additions to the manual.

c. All hands shall:

(1) Follow the guidelines and policies of the manual.

Subj: SUBMARINE HULL, MECHANICAL AND ELECTRICAL ENGINEERING
MANAGEMENT DIVISION (SEA 92T) ADMINISTRATIVE POLICY AND
PROCEDURES MANUAL

(2) Call to the attention of the SEA 92T Technical Data
and Administrative Section any additions, deletions, or changes
needed to the manual.



B. J. WEGNER

Distribution:
Central Binders (8)
cc-Mail



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO

5000.2^{ck}

Ser 92TMX5/0060
24 Mar 97

SEA 92T STANDARD OPERATING PROCEDURES ^{No. 3} ~~5000.2~~

From: Director, Submarine Hull, Mechanical and Electrical
Engineering Management Division (SEA 92T)

Subj: SUBMARINE HULL, MECHANICAL AND ELECTRICAL ENGINEERING
MANAGEMENT DIVISION (SEA 92T) ADMINISTRATIVE POLICY AND
PROCEDURES MANUAL

Encl: (1) Subject Contents for SEA 92T Administrative Policy and
Procedures Manual of enclosures.

1. Purpose. To issue SEA 92T administrative procedures and
policy.

2. Policy

a. The subject manual provides guidance to SEA 92T
Administrative Policy and Procedures. Updates and additions will
be provided and inserted into a 3-ring binder. The manual
contains information necessary to comply with NAVSEA and SEA 92T
missions.

b. Additional items and updates will be accompanied by a new
index.

c. Enclosure (1) Subject Content for SEA 92T Administrative
Policy and Procedures Manual is provided as a guide to SEA 92T
policy and procedures.

3. Action

a. The SEA 92TMX Technical Data and Administrative Policy
Section shall develop administrative policies and procedures in
the proper format and prepare them as SEA 92T Administrative
Policy and Procedures.

b. The Technical Director of SEA 92T shall approve and
promulgate changes and additions to the manual.

c. All hands shall:

(1) Follow the guidelines and policies of the manual.

Subj: SUBMARINE HULL, MECHANICAL AND ELECTRICAL ENGINEERING
MANAGEMENT DIVISION (SEA 92T) ADMINISTRATIVE POLICY AND
PROCEDURES MANUAL

(2) Call to the attention of the SEA 92T Technical Data
and Administrative Section any additions, deletions, or changes
needed to the manual.


B. J. WEGNER

Distribution:
Central Binders (8)
cc-Mail

Subj: SUBMARINE HULL, MECHANICAL AND ELECTRICAL ENGINEERING
MANAGEMENT DIVISION (SEA 92T) ADMINISTRATIVE POLICY
AND PROCEDURES MANUAL

Blind copy to:
NAVSEA 92TS (5000.2)
92TIC
92T (Reading File)

)

SEA 92T ADMINISTRATIVE POLICY AND PROCEDURES MANUAL

SUBJECT CONTENTS

<u>SUBJECT</u>	<u>Pages</u> <u>with enclosures</u>	<u>Dates</u>
-ACRONYMS.....	10	26 FEB 97*
-CORRESPONDENCE, DEPARTMENT OF THE NAVY MANUAL.....	137	26 FEB 97*
-CORRESPONDENCE IDENTIFICATION PROCEDURES.....	2	26 FEB 97*
-DECISION PAPER FORMAT.....	7	26 FEB 97*
-EMERGENCY DISMISSAL PLAN.....	2	26 FEB 97*
-FUNDING AND WORKLOAD PLANNING.....	16	23 AUG 91****
-LOG, AUTOMATED SERIAL (ASL).....	1	26 FEB 97*
-LOG, CERTIFIED/REGISTERED MAIL.....	2	26 FEB 97*
-MAIL PICKUP AND DELIVERY.....	9	26 FEB 97*
-MESSAGE, NAVAL COURIERS.....	1	26 FEB 97*
-MESSAGE TEXT FORMAT (MTF) EDITOR 3.4 AND DPVS.....	31	26 FEB 97*
-OFFICE EQUIPMENT (PROCURING/REPAIR/ SURPLUS/INVENTORY).....	5	26 FEB 97*
-OPCON SCHEDULING.....	4	26 FEB 97*
-PERFORMANCE APPRAISAL SYSTEMS (APAS, PMRS).....	1	26 JUN 92****
-RADIATION CONTROL LETTERS.....	2	26 FEB 97*
-SEM ENGINEERING MEMORANDUM PREPARATION.....	3	26 FEB 97*
-SEXUAL HARASSMENT GUIDANCE, DON POLICY.....	4	26 FEB 97*
-SHREDDERS, BURN BAGS.....	3	26 FEB 97*
-STANDARD NAVY DISTRIBUTION LISTS (SNDL).....	2	26 FEB 97*
-SUPPLIES (GSA).....	1	26 FEB 97*
-TELEPHONE PROCEDURES.....	1	26 FEB 97*
-TIME AND ATTENDANCE.....	36	26 FEB 97*
-TRAINING AND INDIVIDUAL DEVELOPMENT PLANS (IDP) USING THE SCAN COMPUTER PROGRAM.....	2	26 FEB 97*
-TRAINING FOR NEW CLERICAL EMPLOYEES.....	1	26 FEB 97*
-TRAVEL ORDER PROCESSING.....	8	26 FEB 97*
-TRAVEL, TRAINING, LEAVE (TTL).....	1	26 FEB 97*
-VISIT CLEARANCE LETTERS.....	1	26 FEB 97*

Note: The following list of subjects listed in the previous Administrative Policy and Procedures Manual has been deleted/replaced or now being kept in the SEA 92T Standard Operating Procedures Manual.

- Just Plain English
(The DoN Correspondence Manual has new guidelines)
- Letter Preparation and Review (Deleted)
- Serial Logs
(Replaced by Log, Automated Serial (ASL))
- Signature Authorization List
(When updating is completed will be placed into the SEA 92T Standard Operating Procedures Manual)
- United States Postal Service (USPS) Express Mail
(Deleted Contract has expired)

* Updated
 ** New
 *** Deleted
 **** In Review

26 FEBRUARY 1997

CONTENTS

<u>ACRONYMS</u>	<u>1</u>
<u>CORRESPONDENCE, DEPARTMENT OF THE NAVY MANUAL</u>	<u>2</u>
<u>CORRESPONDENCE IDENTIFICATION PROCEDURES</u>	<u>3</u>
<u>DECISION PAPER FORMAT</u>	<u>4</u>
<u>EMERGENCY DISMISSAL PLAN</u>	<u>5</u>
* <u>FUNDING AND WORKLOAD PLANNING</u>	<u>6</u>
<u>LOG, AUTOMATED SERIAL (ASL)</u>	<u>7</u>
<u>LOG, CERTIFIED/REGISTERED MAIL</u>	<u>8</u>
<u>MAIL PICKUP AND DELIVERY</u>	<u>9</u>
<u>MESSAGE, NAVAL COURIERS</u>	<u>10</u>
<u>MESSAGE TEXT FORMAT (MTF) EDITOR 3.4 AND DPVS</u>	<u>11</u>
<u>OFFICE EQUIPMENT (PROCURING/REPAIR/ SURPLUS/ INVENTORY)</u>	<u>12</u>
<u>OPCON SCHEDULING</u>	<u>13</u>
* <u>PERFORMANCE APPRAISAL SYSTEMS (APAS, PMRS)</u>	<u>14</u>
<u>RADIATION CONTROL LETTERS</u>	<u>15</u>
<u>SEM ENGINEERING MEMORANDUM PREPARATION</u>	<u>16</u>
<u>SEXUAL HARASSMENT GUIDANCE, DON POLICY</u>	<u>17</u>
<u>SHREDDERS, BURN BAGS</u>	<u>18</u>
<u>STANDARD NAVY DISTRIBUTION LISTS (SNDL)</u>	<u>19</u>
<u>SUPPLIES (GSA)</u>	<u>20</u>
<u>TELEPHONE PROCEDURES</u>	<u>21</u>
<u>TIME AND ATTENDANCE</u>	<u>22</u>
<u>TRAINING AND INDIVIDUAL DEVELOPMENT PLANS (IDP) USING THE SCAN COMPUTER PROGRAM</u>	<u>23</u>
<u>TRAINING FOR NEW CLERICAL EMPLOYEES</u>	<u>24</u>
<u>TRAVEL ORDER PROCESSING</u>	<u>25</u>
<u>TRAVEL, TRAINING, LEAVE (TTL)</u>	<u>26</u>
<u>VISIT CLEARANCE LETTERS</u>	<u>27</u>

* NOTE: In-Review